



**American Embassy  
U.S. Commercial Service**

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To Whom It May Concern:

December 4, 2002

This is a certification of a letter previously sent by our office regarding a \$40 processing fee our office has begun charging for preparation of certification documents.

First, we wish to clarify what is meant by "certification document". For certain types of international trade transactions, the Thai government requires that documentation provided by the foreign exporter and/ or its Thai agent be authenticated, notarized, or otherwise "legalized". This requirement applies to certain imports in the medical devices, commercial defense, and certain other areas. When required by Thai Government regulation or practice, the U.S. Embassy Commercial Service can provide a letter indicating that we have reviewed the documentation from a U.S. exporter or its Thai agent to ensure that it meets Thai government requirements.

In addition, all requests for certification of documents required under the U.S.-Thailand Treaty of Amity and Economic Relations handled by the U.S. Embassy Commercial Service are subject to this fee.

Second, in order to clarify our procedures for handling such processing, please note the following:

- We will do our best to meet your needs for authentication of your documents. However, our ability and authority to do so can only be determined once we review your request and the documentation that you provide. We may not be able to handle all requests.
- If we determine that we are able to meet your request, we must charge a processing fee of US\$40 per signature of an American Commercial Service officer. This fee is payable **only** by credit card (Visa, MasterCard or American Express) or U.S. Dollar bank draft, **payable to the "U.S. Department of Commerce"**. ***Please note that we are no longer able to accept cash, either in Bath or US\$.***
- The Trade Specialist in charge of your request will let you know: (a) if we can process your request. (b) approximately how long it will take and (c) what the fee will be. You must pay the fee at the time you pick up the documents, at which time you will be issued a receipt.

Thank you for working with us in the U.S. Embassy to help U.S. companies in the Thai market. We will do our best to serve your needs as quickly as possible.

Sincerely,

Judy R. Reinke  
Senior Commercial Officer